
Property Management Training

Property Management

- Administration
- Property Trains in Conjunction With WDPS
- How to Handle Questions
- Course Agenda
- Handout Contents
- Your Feedback is Important - Survey

Course Objective

Help Equipment Managers to :

- Understand the Responsibilities of an EM
- Know Where to Find the Tools and Contacts to Effectively Manage Property
- Learn How to Use the Reference Material

General Property Inf

- DOD 7000.14R
- SECNAV 7320 (Replaced the DFAS CL 1000.3-M)
- Property Classes (pg. 1)
 - » Classes 1 and 2 Land, Buildings
 - » Class 3 Capitalized Property
(\$100K and over, and CPP)
 - » Class 4 Industrial Plant Equipment
(\$100K and over)
 - » Minor Property Class 5 (\$2500 to < \$100K)

Threshold History

Class 3/4

<u>Dollar Amount</u>	<u>Effective Date</u>
\$5,000	1990 and Before
\$15,000	Oct. 1991
\$25,000	Oct. 1993
\$50,000	Oct. 1994
\$100,000	Oct. 1995

Bar Coding Criteria

- Acquisition Cost More Than \$2500
- More Than 2 Years Useful Life
 - » Or Less Than 2 Years Life but Acquisition Cost Over 100K
- Computers, Portable Computers, Printers and Plotters (Regardless of Cost)
- Purchased With CPP Funds (Regardless of Cost)
- Classified or Sensitive

Equipment Other Than New Purchases

- Transfers in From Other Activities (pg. 5)
 - » Withdrawn from DRMO
 - » Project Close-Out (e.g. base closure)
- Contractor Acquired Property (e.g. OAO)
- Leased Now Owned (e.g. Xerox)
- Built On-Site
 - » Equipment not made by a specific manufacturer. Put together from miscellaneous components to create an operational item
 - » include labor costs

What Doesn't Get Bar Coded?

- Doesn't Meet the \$\$\$ Criteria
 - » Under \$2500
- Non-Plant Property
 - » Furniture/Appliances, Desktop Software, Consumables, Airborne, Fleet, etc.
 - » More Examples in Reference Guide (pg. 5)
- Tenant Activities

General Tag Inf

- Managed and Issued by Property (pg. 7)
- Managing Your Bar Codes
- Tag Colors
 - » Green = Minor
 - » Yellow = Class 3 (CPP)
- Other Tagging Methods
 - » Brass Tags (Pre-Made at China Lake/Made by Users at Point Mugu)
 - » Paint Pens
 - » Etching

General Tag Inf

- “Non Plant Property” Tags (example pg. 33)
 - » Equipment is Identifiable to Inventory
 - » Important for Items Close to the Threshold
 - Example - \$2499 Monitor
- “Part of” Tags (example pg. 33)
- Bar Code Tag Problems
- When to Take Them off, When to Leave Them on (Repair, off-Station Transfer)

Updating Your Property Records (1)

- When to Make a Change (pg. 15)
 - » Location/User Changes/Transfers
 - NOTE: Relinquishing and Accepting Users Must Agree to the Changes
- Forms (example pg. 39)
 - » NAWCWPNS 7320/3, Notice of Equipment Transfer/Disposition (revised 6-99)

NAWCWPNS 7320/3 (Rev. 6-99) Equipment is received at Warehouse 41 by APPOINTMENT ONLY. For appointment or info, call 939-

Updating (2)

- Internal Additions
- Reactivating
 - » Except GFE, Cannibalized and Erroneous Entries
- The REMARKS Field
- Away From Home (AFH) (pg. 16)
 - » NAWCWPNS 7320/1, Government Property Removal Authorization (example pg. 40)

Away From Home Sample

GOVERNMENT PROPERTY REMOVAL AUTHORIZATION		
<p>INSTRUCTIONS</p> <p>1. Use only if equipment is unclassified.</p> <p>2. Prepare original and one copy.</p> <p>3. If item is ADPE, prepare original and two.</p>		
NAME OF REQUESTER (Print) Amy Enriquez	OWNING CODE 762200D	TELEPHONE NO. 939-6219
REQUEST DATE 6/2/00	DUE DATE (Max. 1 year) 6/2/01	DATE RETURNED
EQUIPMENT MANAGER Lori Alonge (NRP)		TELEPHONE NO. 939-1216
TEMPORARY LOCATION OF EQUIPMENT 1313 Mocking Bird Lane, Ridgecrest, Ca.		
EQUIPMENT DESCRIPTION		
3AR CODE NO. N12345-000200	SERIAL NO. FC123456	MODEL NO. M2391
SAMPLE		
JUSTIFICATION IF EQUIPMENT IS ADPE To do government work from home		
SIGNATURE OF REQUESTER <i>Amy Enriquez</i>		DATE 6/2/00
AUTHORIZING SIGNATURE <i>Lori Alonge</i>		DATE 6/2/00
FORMATION SYSTEM SECURITY COORDINATOR (ISSC) INFORMATION		
<p>When computers are used off-site, the borrower agrees to:</p> <p>a. Provide adequate protection from environmental hazards (heat, smoke, dust, power surges, etc.) and</p> <p>b. Report all damages or loss to the department ISSC, Property Management, and station police.</p> <p>c. Use for official government business only.</p> <p>d. Use only authorized government software on the system.</p> <p>e. Not process classified data.</p>		
ISSC SIGNATURE (If applicable)		SID NO.

NAWCWPNS 7320/1 (2-98)

Original - Requester; Copy-Office
File

Disposal (1)

- General Information (pg. 21)
- Processes
 - » **Point Mugu (pg. 22)**
 - Managed by CBC, Port Hueneme
 - Contact John Hall 982-3396

Disposal (2)

» China Lake (pg. 21)

- Property Warehouse Hours/Services

 - Receiving Equipment Tuesday 0830-1430

 - Viewing Equipment Wednesday - Thursday 0800-1500

- Call 939-2101 for Appointment

- Before Your Appointment

 - Collect Cannibalization DD 200's

 - Clear All GFE Through the Property Office

 - Ensure All Items are in WDPS

 - Disconnect Cords, but Keep With Equipment

 - Keep Items Within Requested Amount (+ or - 15 items)

 - Fill Out NAWCWPNS 7320/3

NAWCWPNS 7320/3 (Rev. 6-99) Equipment is received at Warehouse 41 by APPOINTMENT ONLY. For appointment or info, call 939-21

Disposal (3)

- Non-Plant Property
- Data Base Updating
 - » Property Management Only
- Security Requirements (See Contacts List)

Other Equipment Dispositions

- Surveys (MLSR's) (pg. 24)
 - » See Contacts List
- Cannibalizing
- Donations
 - » Website: <http://www.disa.mil/cio/eipp.html>
- Off-Station Transfers
 - » Copy of DD 1149 to the Property Office

Sample DD 1149

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Oct 31, 1991		
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.												
1. FROM: (Include ZIP Code) Naval Air Warfare Center, Weapons Division, Code 7622001 China Lake, Ca. 93555-6001 N60530						SHEET NO. 1 NO. OF SHEETS 1 7. DATE MATERIAL REQUIRED (YYMMDD) 6/1/00		5. REQUISITION DATE 6/1/00		6. REQUISITION NUMBER N60530-9155-AAU5		
2. TO: (Include ZIP Code) Naval Air Systems Command Bldg. 2272, Suite 448 47123 Buse Street, Unit IPT						9. AUTHORITY OR PURPOSE PROJECT OFFICE						
3. SHIP TO-MARK FOR Naval Air Systems Command Bldg. 2272, Suite 448 47123 Buse Street, Unit IPT Patuxent River, MD 20670-154						10. SIGNATURE <i>Amelia E. ...</i>		11a. VOUCHER NUMBER & DATE (YYMMDD)				
						12. DATE SHIPPED (YYMMDD)		b.				
						13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER				
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.												
4. APPROPRIATIONS SYMBOL AND SUBHEAD				OBJ. CL.	BUR. CONT. NO.	SUBAL. LOT	AUTHORIZATION ACCT'G ACTIVITY	TRNS. TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)					UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1	BARCODE N12345-000220 NOMENCLATURE COMPUTER SERIAL FC123456 MODEL M2391 <div style="text-align: center; font-size: 2em; font-weight: bold;">SAMPLE</div> TRANSFER ACCEPTED BY: <i>Tom Thumb</i> 6/05/00											
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING SPECIAL HANDLING						
ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)	BY	SHEET TOTAL	
CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)	BY	GRAND TOTAL	
PACKED BY							POSTED		DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.	
← TOTAL →												

DD Form 1149, MAR 89
S/N 0102-LF-007-2300

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 1

Previous editions are obsolete

(Navy Overprint 1989)
ORIGINAL

“Erroneous Entries”

- Equipment Bar Coded Twice
 - » e.g. CL/PM Merging
- Under the Money
 - » e.g. Calculators, Labelers
- Bar Coded in Error
 - » e.g. Vault Doors, Lock Bar File Cabinets

Bar Coding a Minor Property Item

- Purchase Information (pg. 10)

- » Credit Card Query Website

- http://129.131.16.97/scripts/pbcgi050.exe/purchasecard/pc_dispatcher/pc_logon

- What Color Bar Code Do I Use?

- Where Do I Put the Tag?

- Where Do I Find the Information?

- » Manufacture, Model#, and Serial#

- Filling Out the Form (example pg. 35)

Bar Code Entries

- Data Entry
- Approving the Acquisition
 - » The Temporary Table
 - » Correction Process

Additional Inf

- Gains By Inventory (GBI's)
 - » Items With No Financial Documentation
- How to Research GBI's
 - » Cost
 - » Manufacture Year
 - » Memo to File
- Overriding GBI's
 - » Found the Financial Documentation

Miscellaneous (1)

- The DD 1342 - Property Record Card
- Class 3, 4 and CPP History File (pg. 30)
 - » DD 1342
 - » Purchase Documents or “Memo To File”
 - » Transfers < 90 Days Old
- Check Out Procedures

Miscellaneous (2)

- How to Submit Revisions to WDPS Authorizations
 - » Single Department Authority- Full Form
 - » Multiple Department Authority- Call Us
- Organizational Changes
- Defective Returns - WDPS Financial Return Policy

Miscellaneous (3)

- Users Group
- Survey

Upcoming Changes

- Internal Property Audits
- NMCI
- DIFMS
- On-Line Transfer Policy
- Inventory